

AIA 2030 Commitment

1 Year Sustainability Action Plan

Comments for Albert Kahn Associates, Inc.

March 1, 2011

General Comments:

The following Action Plan have been developed by Albert Kahn Associates as the being to a long range plan that aligns with the 2030 goal for achieving carbon neutrality. This plan is intended to be updated every 2-3 years as goals are achieved, standards change and new goals established.

Develop Sustainable Design Goals:

Set quantifiable design goals for every project regardless of whether required by the client:

- Design projects to reduce the amount of fossil-fuel based energy used to align with 2030 goals
 - Goal A1: All building projects shall be designed to exceed the current ASHRAE standard 90.1 minimum requirements by at least 10%, unless specifically directed otherwise by the building owner or representative.
- Reduce the amount of potable water used in all projects
 - Goal A2: All building projects shall be designed to exceed the EPA Act of 1992 by 20% or exceed ASHRAE standard 189.1 by at least 10%, unless specifically directed otherwise by the building owner or representative.
- Improve indoor air quality through elimination of hazardous materials used in all projects
 - Goal A3a: All projects shall be prohibited from utilizing any product listed on an adopted or created Hazardous Material List unless directed otherwise by the building owner or representative.
 - Goal A3b: The Company will create or adopt a Hazardous Material List that identifies all products and building materials that are to be prohibited from use and an additional list of products and building materials that require additional attention to ensure the health, safety and well being of building occupants.
 - Goal A3c: The Company will identify and replace products and building materials known to contain volatile organic compounds (VOC's) and other toxins listed in its master specification list with safer alternates. Such affected products may include but are not limited to adhesives, sealants, paints, coatings, flooring systems, plastics, and wood products (plywood, particle board, oriented strand board, etc.) .
- Have every project undergo a green building evaluation whether the project is seeking certification or not
 - Goal A4: All building projects will undergo a Green building evaluation based on a predominant rating or evaluation system, such as the current version of LEED, Green Globes, ASHRAE standard 189 or the IGCC. The evaluation shall be performed during the design phase of each project.
- Document all projects in a case study format with consistent criteria to help measure performance and progress
 - Goal A5: All architectural building projects, prior to project closeout, shall document the minimum AIA 2030 required reporting data in a case study format.

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Institute Staff Training & Education:

- Ensure staff is invested in the firm's sustainable design goals and contribute to the success
 - Goal B1a: The Company shall maintain an organized Sustainable Resource Center of reference material that includes literature, case studies and products, and keep the master specification database current with approved "Green" products and building systems.
 - Goal B1b: The Company shall encourage all company leaders, including Technical Directors, Assistant Technical Directors, Principals, and Board of Directors, to become and maintain LEED accreditation or Green Globes Professional accreditation.
 - Goal B1c: The Company shall encourage a minimum 50% of technical staff to become and maintain LEED accreditation or Green Globes Professional accreditation. The Company will support employees seeking accreditation.
 - Goal B1d: The Company shall maintain and enable a Sustainability Committee to develop expertise in the office to facilitate the review and implementation of sustainable design practices, and assist in the LEED submittal process.
- Determine a minimum amount of staff training and education on sustainable design issues
 - Goal B2a: The Company shall create and maintain a demonstration room ("Green Room") to feature installed building materials and products.
 - Goal B2b: The Company shall encourage continuing education of all technical staff on the topic of sustainable design and maintain a record of their participation, training and seminar attendance.
 - Goal B2c: The Company shall provide in-house educational opportunities on a regular basis, such as a monthly lunchtime seminar series on sustainable design issues.
- Provide support for staff to attend conferences and education programs focusing on sustainable design programs
 - Goal B3a: The Company shall provide staff access to webcasts and seminars on the topic of sustainable design.
 - Goal B3b: The Company shall research, document, and publish innovated solutions on awarded work, including ongoing and completed projects, to share with staff.
 - Goal B3c: The Company shall encourage staff attendance at off-site conferences and seminars with a focus on sustainable design, such as the AIA national convention and Greenbuild.
 - Goal B3d: The Company shall encourage and support individuals that choose to get involved with sustainable design programs and activities outside the office.
- Implement programs that recognize individual and team sustainable design contributions
 - Goal B4a: The Company shall provide internal recognition for innovation and accomplishment in the areas of sustainable design, such as the Julius Award program.
 - Goal B4b: The Company shall identify and list all staff with affiliations in the field of sustainable design, including LEED accreditation, Green Globes Professional and/or Distinguished Assessor.
 - Goal B4c: The Company shall announce when a staff member receives professional accreditation, such as LEED Accredited Professional, Green Globes Professional and/or Distinguished Assessor, and announce when an awarded project receives third party assessed sustainable recognition/certification through programs including LEED, Green Globes, the Living Building Challenge, EnergyStar, GreenGuard, etc.

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Evaluate the Design Process:

Engage in a design process that is multidisciplinary, collaborative, goal-oriented, and metric driven:

- Use an integrated design process that promotes early involvement of stakeholders and engages in collaborative design process
 - Goal C1: Each project team shall conduct a project kickoff meeting and subsequent meetings with the client and significant outside participants, including consultants, contractors, and advisors to create and encourage a collaborative design process focused on achieving measurable sustainable design project objectives.
- Use life-cycle cost analysis and consider the life-cycle effects of the materials and systems used in a project
 - Goal C2: Each project team shall conduct life-cycle cost analysis on all significant building components and systems during the design phase of the project.
- Develop metrics for sustainable design goals at the outset of the project. Green building rating systems such as LEED or Green Globes can be a useful tool.
 - Goal C3: The Company shall design each awarded project to meet the minimum requirements of a holistic sustainable certification program, such as LEED or Green Globes, or a sustainable based code or standard, such as the IGCC or the ASHRAE standard 189, unless specifically requested otherwise by the building owner or representative.
- Develop consistent measurement standards for building and site design performance
 - Goal C4: The Company shall utilize the performance measurement standards referenced in each of the holistic sustainable certification programs, including LEED and Green Globes, and/or the IGCC or the ASHRAE standard 189 for each awarded project.
- Create feedback procedures to gather information about building performance that include things such as meters, sensors, controls, and post-occupancy evaluations.
 - Goal C5: The Company shall conduct a post occupancy evaluation (POE) of each awarded project one year after the completion of construction that measures building performance and occupant satisfaction, unless prohibited by the building owner or representative. At a minimum, monthly utilization rates of electricity, natural gas (or other fuel source) and water consumption shall be collected. More than half of the building occupants shall be given the opportunity to express their level of satisfaction with the thermal comfort of the new construction and any other aspects of the building that affect their health, safety and welfare. The findings/results shall be published and, at a minimum, included within the project closeout documents.
- Utilize BIM tools that can be shared with the project team to increase efficiencies and reduce construction waste and rework
 - Goal C6: The Company shall utilize Building Information Modeling software on each project at a level of detail to improve coordination and clash detection between building systems and components. Additional performance software, such as energy utilization, envelope performance, and lighting, shall readily interface with the BIM software utilized on each awarded project.

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Sustainable Operations:

Set goals aimed at reducing the negative impact of firm operations related to (most of these are covered in 6 month action plan):

- **Office Energy Use**
 - Goal D1a: The Company shall require the Energy Star label on all electronic equipment purchases.
 - Goal D1b: The Company shall set all computers, copiers and plotters to automatically go into hibernation mode when not in use. Several ongoing operations, including telecommuting, render farm and software upgrades, require many electronic devices to remain activated after business hours.
 - Goal D1c: The Company shall prohibit incandescent lamp use.
 - Goal D1d: The Company shall replace all CRT monitors with LCD monitors.
 - Goal D1e: The Company shall install occupancy sensors in all regularly occupied spaces that automatically turn off the lights when no one is present.
 - Goal D1f: The Company shall encourage employees to use the stairs instead of the elevator.
- **Waste Reduction and Supplies**
 - Goal D2a: The Company shall reduce the volume of paper use by printers/photocopiers whenever possible by use of software to create electronic documentation (.pdf, .jpg, .tiff) and to manage the delivery (ftp, Newforma) of such documents.
 - Goal D2b: The Company shall set all printers/photocopiers to print double sided documents as the default setting.
 - Goal D2c: The Company shall require all office generated waste material to be sorted and recyclable material diverted from the landfill/incinerator.
 - Goal D2d: The Company shall purchase environmentally friendly office, kitchen and cleaning supplies, including copy paper, facial tissues, paper towels, notebook paper, envelopes and padded mailing envelopes, note pads, file folders and divider tabs with recycled content, and biodegradable utensils and plates.
- **Transportation**
 - Goal D3a: The Company shall purchase and maintain automobiles that increase the overall average fuel efficiency of the company fleet by at least 10% over the national average.
 - Goal D3b: The Company shall discourage air and vehicle travel outside of the office when other acceptable alternatives exist.
 - Goal D3c: The Company shall encourage employees to find alternative means to get to work, including carpooling, bicycle use, walking and mass transit.
 - Goal D3d: The Company shall establish and maintain a telecommuting policy with the objective of reducing overall vehicle miles traveled (VMT) by staff.
- **Meetings**
 - Goal D4a: The Company shall encourage the use of electronic or web-based meetings instead of physical travel.
 - Goal D4b: The Company shall encourage the use of paperless technology for meeting agendas, handouts and presentations.
 - Goal D4c: The Company shall help coordinate travel plans of consultants, clients and staff to reduce automobile use and increase available communication opportunities through shared transportation to events, meetings, airport, etc. whenever possible.

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Develop a Business Strategy:

Communicate why a sustainable design approach is important and why the firm is qualified:

- Put together information that support's the value of the firm's sustainable design services (included info on project costs, operating costs and occupant satisfaction)
 - Goal E1: The Company shall maintain a database of projects completed in 2011 and later that include information gathered from a post occupancy evaluation (POE) that includes, at a minimum, project costs, operating costs, and occupant satisfaction survey results, provided that the building owner or representative permits a POE to be conducted. Resulting data shall be published and, at a minimum, included within the project closeout documents.
- Develop marketing materials that highlight the sustainable design aspects of the firm: define the design philosophy, list accredited staff, highlight benefits of sustainable design, etc.
 - Goal E2a: The Company shall incorporate sustainability into the design philosophy of every project. The principles that constitute sustainability shall be identified and redefined on an ongoing basis.
 - Goal E2b: The Company shall educate clients on benefits of sustainably designed buildings, including the benefits of certification through any of the available third party rating systems and standards.
 - Goal E2c: The Company shall publish innovative design and technical concepts and solutions originating from ongoing and completed projects, studies and evaluations.
 - Goal E2d: The Company shall maintain ISO 14001 certification for each office.
 - Goal E2e: The Company shall create and maintain a Sustainable Design Brochure that highlights our philosophy, knowledge/credentials, experience and services/capabilities.
- Make your sustainable actions and operations available to clients
 - Goal E3: The Company shall provide awareness of our sustainable knowledge, actions and operations to clients and the general public via available communication formats, including but not limited to, printed media, Company web page, social media, conference presentations and webinars, and published articles.